



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Library Assistant (Acquisitions and Subscriptions)

Department/Division: Library
Accountable to: Assistant Librarians

Job Summary

Within the Collections and Academic Services Group, Acquisitions and Subscriptions are separate teams who work closely together, whose function is to provide a wide range of content via different platforms and models to LSE Library users.

This role involves work with both teams, with the division of duties dependent on when demands for the services provided by each are in higher demand, associated with teaching, learning, and research cycles throughout the academic year.

The role supports the work of the teams in all of these areas, performing a range of tasks including ordering books, ordering new subscriptions, accessioning print journals and books, obtaining scanned readings, processing invoices, and supporting colleagues.

Duties and Responsibilities

- Creating orders via supplier platforms or on the library management system (LMS), for both print and electronic. Process physical materials, including unpacking deliveries, checking packing lists, updating receipt on the LMS.
- Administer payment of Open Access article processing charges and maintain records on the JISC Monitor system, liaising with the Library's Research Support Services team
- Accurately communicate queries and notifications to users. Monitor library email inboxes and respond to emails from suppliers. Identify and refer more complex requests to Senior Library Assistant colleagues.
- Processing and checking accuracy of invoices from suppliers, liaising with Accounts Payable team in Finance. Accessioning of print volumes and issues.
- Data entry of licences for electronic resources on the LMS.
- Checking, activating, and updating access information for electronic resources.
- Supporting the 'Get it For Me' service, supplying via either book acquisition or interlending (IDD), as appropriate to the request.
- Process scanned reading requests. Locate and scan articles and chapters and store them in the online repository and record bibliographic information in the reading list system.



- Support Interlending and Document Delivery, including administration, processing, fetching, and returning of IDD requested materials, both from LSE users and from other libraries.
- Following up reports of missing journal parts or books, including making shelf checks, updating holdings on the LMS, and liaising with library users and colleagues from other teams.
- Collecting and collating usage statistics and other management information relating to electronic resources.
- Carry out peer-to-peer training. Share knowledge and experience of processes with team members. Contribute to process reviews and the content of training and workflow documentation.
- Sort and distribute post on a rota basis.
- Undertake other duties in support of the work of the Library as may be required, particularly as services develop and change.

Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

Equality and Diversity

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.